

DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)

[Program Announcement No. AoA-01-02]

Fiscal Year 2001 Program Announcement and Application Kit
Administration on Aging (AoA)

ACTION: Announcement that grant awards will be made to States for the purpose of planning, establishing, and operating services and assistance for persons with Alzheimer's disease and related disorders, their families and others who care for them. The accompanying set of materials comprises the **application kit** for preparing and submitting grant proposals to compete for these project awards.

SUMMARY: The Administration on Aging (AoA) announced in the *Federal Register* that it will hold a competition for grant awards to: (1) develop models of assistance for persons with Alzheimer's Disease and their families, and (2) improve the responsiveness of the existing home and community based care systems for persons with Alzheimer's Disease and related disorders and their families.

This program announcement consists of two parts. ***Part I*** provides background information, describes the program priority area, provides guidance for completion of the program narrative and budget documents, and offers general information of interest to all applicants under AoA's Alzheimer's Disease Demonstration Grants to States Program. ***Part II*** describes the process governing the consideration of project applications for funding and provides guidance on how to format and submit an application.

All of the forms, assurances, and certifications necessary to complete the application are included following ***Part II***. The **project period** will be for 3 years, beginning July 1, 2001. Grant awards made under this announcement are subject to the availability of funds for the support of the priority area project activities described herein.

APPLICATION DUE DATE: The *deadline date* for submission of applications is May 7, 2001.

ADDRESS: Application receipt point: U.S. Department of Health and Human Services, Administration on Aging, Office of Administration and Management, 330 Independence Avenue, S.W., Wilbur J. Cohen Building, Room 4257, Washington, D.C. 20201, Attn: AoA-01-02.

FOR FURTHER INFORMATION CONTACT: U.S. Department of Health and Human Services, Administration on Aging, Alzheimer's Disease Demonstration Program Officer Melanie K. Starns, 330 Independence Ave., S.W., Wilbur J. Cohen Building, Room 4270, Washington, D.C. 20201, telephone: (202) 401-4547 or e-mail at Melanie.Starns@aoa.gov .

PART I. BACKGROUND INFORMATION AND PRIORITY AREA DESCRIPTION

A. STATUTORY AUTHORITY

The statutory authority for grant awards to Alzheimer's Disease Demonstration Grants to States projects is contained in Sec. 398 of the Public Health Service Act (42 U.S.C. 398 et seq.), as amended by Public Law 101-157 and by 105-379, the Health Professions Education Partnerships Act of 1998.

B. ELIGIBLE APPLICANTS

Awards will be made to agencies of State Governments that have been designated by the Governor as the sole applicant for the State. **State applicants must provide a letter of "sole applicant designation" from the Governor.** Only one application per State will be accepted; however, multiple state and local agencies are encouraged to collaborate in planning and carrying out the project.

All states, except those receiving new ADDGS grants in 2000, are eligible to apply. Preference, however, will be given to states that have not previously funded through this program.

C. PROJECT FUNDING, DURATION & MATCH

AoA plans to fund seven (7) to ten (10) projects nationwide. The projects will be funded at a federal share of approximately \$250,000 - \$350,000 per year for a project period of three years (contingent on the availability of federal funds). As stated in the section on eligible applicants above, **priority will be given to states that have not previously been funded under this program.**

Section 398 of the Public Health Service Act (42 U.S.C. 398 et seq.), as amended, requires that grantees provide a 25% match during the first year, 35% during the second year, and 45% during the third year of the grant period.

D. PRIORITY AREA DESCRIPTION

1. Background: Alzheimer's Disease Demonstration Grants to States Program

Alzheimer's disease (AD) is a progressive, degenerative disease of the brain, and the most common form of dementia. Discovered and described in 1906 by Dr. Alois Alzheimer, AD now affects approximately 4 million Americans. Unless a cure or prevention is found, it is estimated that the number of Americans with Alzheimer's will climb to 14 million by the middle of the next century. Although AD is not a normal part of aging, one in 10 persons over 65 and nearly half of those over 85 have Alzheimer's disease. A small percentage of people in their 30s and 40s also develop the disease. Although AD eventually results in death, the disease can progress for years. A person with AD lives an average of 8 years, but can live as many as 20 years or more from the onset of symptoms. While the U.S. spends more than \$100 billion each year in Alzheimer's disease related costs, family caregivers are the major source of support for most people with AD. This combined with the nature of the disease -- a slow loss of cognitive and functional independence -- means that most people with AD are cared for in the community for years. They may access a variety of services from many

different systems including the aging, medical, and mental health care service systems. As the number of people with AD grows, it is increasingly important that service delivery and health care systems are responsive to persons with dementia and are effectively coordinated. It is also important to ensure the availability of dementia-competent community-based social and health care services.

To focus attention on this need, to encourage states to develop models of assistance for persons with Alzheimer's disease, and to encourage close coordination and incorporation of those services into the broader home and community based care system, Congress funded the Alzheimer's Disease Grants to States program in 1992. Congress transferred the program to the AoA in 1998, in an effort to ensure coordination among programs for older Americans. To date, the ADDGS program has proven successful in targeting service and system development to traditionally underserved populations, including ethnic minorities, low-income and rural families coping with Alzheimer's disease.

Since 1992, there have been twenty-nine states funded by the Alzheimer's Disease Demonstration Grants to States program. AoA is currently funding ADDGS projects in Alaska, Arizona, Arkansas, California, Iowa, Maine, Minnesota, Nebraska, Nevada, New Hampshire, New Mexico, Rhode Island, Texas, Vermont, Virginia, and Wisconsin. These 16 states are not eligible to submit an application under this RFP.

2. Project Objectives and Activities

[Note: Hereinafter, the words "Alzheimer's" and "dementia" will be used interchangeably, meaning Alzheimer's disease and other related dementia conditions.]

In 1992, when the Alzheimer's Disease Demonstration Grants to States program (ADDGS) was initiated, the body of knowledge about Alzheimer's disease (AD) and related dementias, especially how to serve persons with Alzheimer's Disease, was not as substantial as it is today. Likewise, the home and community based long term care system was more fragmented and less well developed in the early 1990s than it is today. Thus, the ADDGS projects primarily focused on service development and outreach issues, rather than on system responsiveness and integration of dementia care services into the mainstream home and community based care system.

Throughout this past decade, however, we have seen a significant increase in public awareness about dementia and its impact on families. Simultaneously, the home and community based care system has grown in capacity, with states and local communities stepping up their attention to and funding of in-home and other community based long term care services. The program scope of this grant announcement in part reflects the current state of dementia and home and community based care systems, while pointing to a greater emphasis on incorporating services for persons with AD into the mainstream home and community based care system.

a. Program Scope

Applications are sought from State agencies (only one per state) to carry out two priority program objectives:

1. develop models of assistance for persons with Alzheimer's Disease and their families,
2. improve the responsiveness of the existing home and community based care systems for persons with Alzheimer's Disease and related disorders and their families.

Specifically, grants will be issued to States in accordance with the Public Health Service Act, Section 398 as amended, for the purpose of (as stated in the statute) "assisting grantees in carrying out demonstration projects for planning, establishing and operating programs:

- 1) to coordinate the development and operation with public and private organizations of diagnostic, treatment, care services provided within the State to individuals with Alzheimer's disease or related disorders and to the families and care providers of such individuals;
- 2) to provide home health care, personal care, day care, companion services, short-term care in health facilities, and other respite care to individuals with Alzheimer's disease or related disorders who are living in single family homes or congregate settings" (at least 50% of the total grant is to be spent on providing these direct services);
- 3) "to improve the access of such individuals to home-based or community-based long-term care services, particularly such individuals who are members of racial or ethnic minority groups, who have limited proficiency in speaking the English language, or who live in rural areas; and
- 4) to provide to health care providers, to individuals with Alzheimer's disease or related disorders, to the families of such individuals, to organizations established for such individuals and such families, and to the general public, information with respect to:
 - (A) diagnostic services, treatment services, and related services available to such individuals and to the families of such individuals;
 - (B) sources of assistance in obtaining such services, including assistance under entitlement programs; and
 - (C) the legal rights of such individuals and such families."

Specific details for each of the two priority program objectives, as well as AoA's expectations of all applicants, are discussed in more detail in the next section.

a. Funding Priorities

- 1) Priority will be given to States that have not previously been funded under the Alzheimer's Disease Demonstration Grants to States program.
- 2) Priority will be given to States that focus activities and services towards populations that are underserved by public and private programs in the State because of their income, culture or language, geographic location (rural), or developmental disability.
- 3) Priority will be given to States that, **in addition to** developing new models of assistance for persons with Alzheimer's disease, seek to improve the responsiveness of the home and community based service system to persons with Alzheimer's Disease and their families.

New and enhanced collaborations with dementia care and faith-based organizations are encouraged.

3. **Project & Application Expectations**

Expectations listed in section c.1), c.2), and c.3) apply to all proposals. States should review their applications against the list of expectations to ensure that each expectation has been addressed in the proposal.

a) *General Expectations*

- Applicants are expected to provide detailed specifics about the goals, implementation strategies, and outcomes for the first year of the grant. Project emphases and anticipated major activities for years two and three should also be identified. A description of each goal and activity, as well as its relation to identified needs, should be provided.
- Applicants are expected to provide a Gantt chart depicting project timelines for all proposed major tasks.
- **All successful grantees are required to spend at least 50% of the total grant on the provision of services to persons with Alzheimer’s disease and related dementias, and not more than 10% on administrative costs.** AoA expects that applicants will submit proposals which clearly identify the service and administrative activities and which meet these requirements. **Applicants that do not propose to spend at least 50% of the total grant (federal plus match amount) on direct services (as defined in a.2) on page 4 of this RFP) will NOT be eligible for funding.**
- Projects are expected to be cost-effective and programmatically efficient, maximizing state and local financial and human resources.

b) *Project Planning Process*

- In this project, we expect to see both state-level collaborations that cut across state agencies to affect policy, as well as local collaborative efforts designed to affect local policy and service development and provision. As with any project that affects older adults, we expect, at a minimum, the local Area Agency on Aging, as well as community organizations that work directly with persons with Alzheimer’s disease and their families, to be invited and included as substantial partners in project planning and implementation.
- In partnership with a variety of state and local collaborators, we expect to see a thoughtful and deliberate process for identifying and addressing the gaps in home and community based care for persons with Alzheimer’s disease, and would expect to see that process reflected in the project’s goals and objectives.
- Projects should reflect an appropriate commitment, in terms of organizational, administrative, and financial support, from all collaborators to ensure the project’s continuance (if funded) once the federal grant period has ended.

c) Project Implementation & Management

- It's expected that States will provide adequate program development support and leadership at both the state and local levels. AoA expects that throughout the grant period, the state Project Director will have involvement in and substantial knowledge about all aspects of the project and will have a solid understanding of how the activities in ADDGS project relate to other programs and activities within the home and community based care systems.
- *Client Eligibility and Age Restrictions* -- There is no age limitation for access to services under this program. All individuals with Alzheimer's Disease, without regard to age, may receive services and assistance, to the extent of available resources.
- Applicants are expected to describe their plans for project monitoring and quality assurance, including any quality standards or state requirements that providers will be required to meet. A description of monitoring and problem resolution techniques, as well as the role of the project collaborators, would be appropriate.
- Applicants should describe their dissemination plan and anticipated products. AoA expects that, at a minimum, statewide dissemination of products and knowledge will occur.

*4) **Priority Area #1: Develop models of assistance for persons with Alzheimer's disease and their families.***

➔ **ALL states MUST propose activities in Priority Area #1.** Targeting to minority, low-income, rural, and/or developmentally disabled is optional but proposals with such targeting will receive priority consideration [see page 4, Funding Priorities above].

Discussion

We are still learning about the various ways to provide assistance to persons with Alzheimer's disease (AD), their families, and others who care for them. This is particularly true when considering how to provide culturally sensitive and culturally competent services to a diverse population, including ethnic minorities, low-income, and rural families. Due to cultural, language, and geographical barriers, these families often have a more difficult time accessing and obtaining the assistance they need, or obtaining services which are sensitive and responsive to their cultural preferences and traditions.

For this reason, when developing goals and objectives in Priority Area #1, **states should consider targeting service provision to:**

1. persons with Alzheimer's disease who are particularly underserved by public and private programs in the State, because of their income, culture or language, geographic location (rural), or developmental disability;
2. families of individuals with Alzheimer's disease;

3. caregivers of individuals with Alzheimer's disease.

➔ **Applicants are required to propose activities in Priority Area #1, and grantees are required to spend at least 50% of their total grant in the provision of direct services.** As defined in Section 398 of the Public Health Service Act (page 4 of this RFP), *“direct services” are defined include:* the provision of home health care, personal care, day care, companion services, short-term care in health facilities, and other respite care to individuals with Alzheimer's disease or related disorders who are living in single family homes or congregate settings.”

Expectations

- Proposals should clearly describe the nature of the direct services to be provided and how they will be linked to the larger home and community based care or other established health care system.
- Applicants should describe the criteria used in determining the proposed target population. We would expect there to be a clear connection between identified needs, the targeted population, and the proposed activities.
- Specific outreach and targeting strategies should be detailed, with a discussion of the role of various collaborators that will be involved. It has been our experience that for a project to experience long term success, a broad range of local and state collaborators is essential.
- During the first year of the grant, we would typically expect to see substantial work in public education, establishing community trust and cultural competency, and activities designed to build a strong foundation within the local community.
- When training is a significant component of the proposal, AoA expects to see a detailed training plan, including who is to be trained, who will provide the training and their general qualifications, and how the training addresses identified service and system gaps for persons with Alzheimer's Disease. We would also expect that states will use, as a starting point, some of the existing professional and consumer training materials and models and plan to adapt them for local use rather than re-inventing existing training programs.
- States should recognize the long-term commitment that this application represents, both in terms of commitment to the population being served, but also to the community. Therefore, we would expect to see initial plans for maintaining services and community presence beyond the federal grant period.
- Projects may focus on one community or geographic region during the federal grant period. However, AoA wants to know the state's intent to replicate successful aspects of the grant statewide, whether during or after the federal grant period.

5) **Priority Area #2 - Improve the responsiveness of the existing home and community based care system for persons with Alzheimer's Disease and related disorders and their families.**

➔ **Proposing activities under Priority Area #2 is optional.** However, priority will be given to applications that propose activities under Priority Area #2 in addition to Priority Area #1 (see “Funding Priorities,” in this RFP).

Discussion

As states look to the continued development of their home and community based care systems, it is essential to consider the best methods for incorporating current knowledge in the fields of dementia and cultural competency into service programs and practices. This grant announcement stresses the development of system-based collaborations with dementia and faith-based organization as previous projects have found such collaborations important factors for success. Coordinated crosscutting efforts at the state level will also be key to affecting policy and to improving system responsiveness. Effective collaborative relationships with a wide variety of health and home care providers, researchers, and community advocates for persons with dementia will be critical to maximizing limited resources and streamlining access to home and community based care for persons with dementia.

While applicants are not required to include activities in Priority Area #2 in their proposal, preference will be given to applications that address both Priority Area #1 and #2.

Expectations

- For states choosing to propose activities in this priority area, we would expect to see activities that focus substantial effort on developing and growing these cross agency, multi-organizational collaborations for the achievement of making deliberate and necessary changes and adaptations to existing home and community based care systems.
- In Priority Area #2, we expect to see work in the development of cross-agency collaboration and coordination at the state and local levels, which will provide the essential foundation on which to build system development initiatives. For states pursuing this priority area, we expect to see policy and system change goals and objectives, related to improving the responsiveness of the existing home and community based care system, throughout the 3-year grant period.
- AoA expects to see the applicant state agency as having a significant role in any activities proposed in this priority area. We would not expect to see the function of cross-agency system development at the state level sub-contracted to a third party.
- Applicants with activities in Priority Area #2 are expected to present a clear connection between identified system gaps and needs and the proposed activities. Proposals should clearly describe the nature of the activities to be undertaken, how they address system gaps and identified issues, and how they will assist in achieving overall project goals and objectives. Clarification as to why these specific activities were selected is appropriate (i.e. has this approach been successful in other settings? Does the research suggest this direction?)

- When training is a significant component of the proposal, AoA expects to see a detailed training plan, including who is to be trained, who will provide the training and their general qualifications, and how the training addresses identified service and system gaps for persons with Alzheimer's disease. We would also expect that states would use, as a starting point, some of the existing professional and consumer training materials and adapt them for local use rather than re-inventing existing training programs.
- States should recognize the long-term commitment that this application represents. Changes in service delivery and policy development systems take time and applicants proposing activities in this priority area should demonstrate the state's interest to continued support for system development efforts after the federal grant period has ended.
- Project policy and system change activities may focus on one community or geographic region during the federal grant period, perhaps to pilot proposed changes. However, in this priority area, it is AoA's expectation that, where appropriate, the applicant's intent is to generalize the proposed activities on a statewide basis, either during latter years of the grant or after the grant has ended. The proposal should reflect the long term vision and plans for system change, and how the proposed activities contribute to attaining that vision.

E. Data Collection & Reporting

Data Collection

AoA is in the process of obtaining OMB approval for the collection of certain elements of data which are required by statute and which are necessary to fulfill our Government Performance and Results Act and statutory evaluation requirements. Once approved, AoA will work with grantees to efficiently implement the data collection requirements in an effort to minimize any disruption to the project. Draft copies of data elements and protocols that AoA is pursuing are attached to this RFP. *Applicants should provide confirmation in the application that the project will comply with such requirements once OMB approval has been granted.*

Reporting

Grantees are required to submit two progress reports each year. A semi-annual progress report, consisting of a narrative and Financial Status Report (FSR, form #269), covering July through December of the grant year, is due January 31st of each year. The second-semi-annual progress report, covering January through June of the grant year, is due July 31st of each year. A final project report is due 90 days after the completion of the grant project (i.e. September 30, 2004).

We expect states to have adequate capacity to meet all reporting requirements and time lines.

F. BUDGET INSTRUCTIONS & MATCH INFORMATION

This section provides information and instructions on grantee match requirements and calculations, indirect costs, and guidance for completing SF424A &B, required budget forms. Also included are instructions for the required budget justification.

1. Grantee Share of the Project

Under this and similar programs, AoA does not make grant awards for the entire project cost. During the first year of this grant, successful applicants must, at a minimum, contribute one (1) dollar, secured from non-federal sources, for every three (3) dollars received in federal funding. The non-federal share must equal at least 25% of the total project cost in the first year, 35% in the second year, and 45% in the third year.

For example, if your request for federal funds is \$255,000, then the required minimum match or cost sharing is \$85,000 for year 1. The total project cost is \$340,000, of which your \$85,000 share is 25%.

The formula for calculating required match is:

$\frac{\text{Federal Funds requested (i.e. \$255,000)} \times \text{Applicant Match Rate (i.e. 25\%)}}{\text{Federal Match Rate (i.e. 75\%)}}$	=	Required Project Match
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The non-federal share of total project costs for each budget period may be in the form of cash from non-Federal sources, grantee-incurred direct or indirect costs, third party in-kind contributions, and/or project-related income. Indirect costs may not exceed those allowed under federal rules established, as appropriate, by OMB Circulars A-21, A-87, and A-122. If the required non-federal share is not met by a funded project, AoA will disallow any unmatched federal dollars. A common error is to match 25% of the federal share rather than 25% of the entire project cost. Use the formula above to ensure you have accurately calculated your match requirements.

2. Indirect Costs

Indirect costs generally may be requested only if the applicant has a negotiated indirect cost rate with the Department's Division of Cost Allocation or with another federal agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. Applicants without a negotiated indirect cost rate may apply for one in accordance with DHHS procedures and relevant OMB Circulars.

3. SF 424A - Budget Information

This form (SF424A) is designed to apply for funding under more than one grant program; thus, for purposes of this AoA program, many of the budget item columns/blocks are not applicable to this project. *The applicant should consider and respond to only the budget items for which guidance is provided below.*

The statute governing the ADDGS program requires that at least 50% of the total grant must be spent on providing direct services to persons with Alzheimer’s disease and their families. Those services which are considered direct services are defined by the statute are: “...home health care, personal care, day care, companion services, short-term care in health facilities, and other respite care to individuals with Alzheimer’s disease or related disorders who are living in single family homes or congregate settings”. Please see section D.2.a, “Program Scope” (page 4) for more information on programmatic requirements.

States are also required, by statute, to spend **no more than 10% on administrative costs**. For more guidance, please see the definition of administrative costs below.

➔Proposals cannot be funded if they do not meet the minimum 50% in provision of direct service and if they exceed the 10% administrative costs requirements.

Forms Instructions:

a. SF 424A, Section A - Budget Summary

Section A - Budget Summary and Section B - Budget Categories should include both Federal and non-Federal funding for the proposed project covering the first 12 months of the 36-month project period.

On line 5, enter total federal Costs in column (e) and total non-federal Costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the total of columns (e) and (f) in column (g).

b. Section B - Budget Categories

Use only the last column under Section B, namely the column headed Total (5), to enter the total requirements for funds (combining both the federal and non-federal shares) by object class category.

Budget Justification

A fuller explanation of the proposed budget should be provided in a budget justification section, including a detailed explanation of costs listed in line f, Contractual. In that budget justification, consider including an overall budget breakdown which shows in three columns all of the budget cost items by federal, non-federal, and total funds. The rest of this separate budget presentation should fully explain and justify each of the major budget items: personnel, travel, other, etc., as outlined below. Again, be sure to provide a breakdown of costs (such as personnel, travel, equipment, etc) for all contractual services.

The column for non-federal funds shown for any of the budget line items in the budget justification sheet reflects only cash match contributions (see instructions on page 25 for item 15 on the face sheet of the 424 Form). Third party in-kind contributions and program income designated as non-federal match contributions should be identified and justified separately from the justification for the budget line items. The full budget justification (allow up to four pages) should be included in the application immediately following the SF 424 forms.

SF 424A, Line 6a - Personnel: Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h - Other.

Justification: Identify the project director, if known. Specify the key staff, their titles, brief summary of project related duties, and time commitments in the budget justification. Specify both the percentage of time and dollar amount attributed to administrative functions.

Definition of Administrative Costs: Administrative functions are those that are necessary but adjunct to the work being conducted to achieve of the project goals and work plan objectives.

For Example: If the project has goals and activities related to systems change, and one of the strategies in the work plan to achieve system change is to establish a committee of various community & public stakeholders that collaborate in a variety of ways to create, maintain, & support system change, then the staff time necessary to coordinate, staff, & manage that committee, including related supply and travel expenses for committee members, would **not** be an administrative function.

However, the project director's behind the scenes work, such as the shepherding of a contract through the state procurement process, personnel management functions, etc., while necessary to achieve the overall project goals, are adjunct to the specific activities being conducted as part of the work plan. In this case, these adjunct functions **would** be considered administrative costs.

Keep in mind that no more than 10% of the overall project can be spent on administrative costs. We encourage states to maximize all resources and keep administrative costs as low as possible.

SF 424A, Line 6b - Fringe Benefits: Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement insurance, etc. Indicate the percentage and dollar amount of fringe benefits attributed as administrative costs.

SF 424A, Line 6c - Travel: Enter total costs of out-of-town travel (travel requiring per diem) for staff of the project. Do not enter costs for consultant's travel or local transportation. Consultant travel should be listed in line 6h.

Justification: Include the total number of trips, destinations, purpose, length of stay, subsistence allowances and transportation costs (including mileage rates). The application should include funds for the project leadership to participate in a 3-day annual national meeting of funded projects, held in Washington, D.C. each autumn. Indicate the percentage and dollar amount of travel attributed to administrative costs.

SF 424A, Line 6d - Equipment: Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is non-expendable tangible personal property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit.

Justification: Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment, or a reasonable facsimile, must not be otherwise available to the applicant or its sub-grantees. The justification also must contain plans for the use or disposal of the equipment after the project ends. Purchase of the equipment must be for project related functions and not solely for administrative activities.

SF 424A, Line 6e - Supplies: Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

Justification: Provide general description of types of items included. Copying charges should be included here, but printing costs should be listed in 6h.

SF 424A, Line 6f - Contractual: Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.) and, (2) contracts with secondary recipient organizations including delegate agencies. Also include any contracts with organizations for the provision of technical assistance. Do not include payments to individuals on this line.

Justification: Attach a list of contractors indicating the name of the organization, the purpose of the contract, and the estimated dollar amount. If the name of the contractor, scope of work, and estimated costs are not available or have not been negotiated, indicate when this information will be available. **Whenever the applicant/grantee intends to delegate a substantial part (one-third, or more) of the project work to another agency, the applicant/grantee must provide a completed copy of Section B, Budget Categories for each contractor, along with supporting information and justifications.**

SF 424A, Line 6g - Construction: Leave blank since new construction and renovations/repairs are not allowable costs for this program.

SF 424A, Line 6h - Other: Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits); non-contractual fees and travel paid directly to *individual* consultants; local transportation (all travel which does not require per diem is considered local travel); postage; space and equipment rentals/lease; printing and publication; computer use; training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

Justification: Provide a reasonable explanation for items in this category. For individual consultants, explain the nature of services provided and the relation to activities in the work plan. Describe the types of activities for staff development costs. Indicate the percentage and dollar amount of activities attributed as administrative costs (use definition above).

SF 424A, Line 6i - Total Direct Charges: Show the totals of Lines 6a through 6h.

Justification: In the justification, note the total direct project costs, the percentage and total dollar amount attributed to direct provision of services, and the percentage and total dollar amount attributed to administrative costs. Keep in mind that at least 50% of the entire grant (including match) must be used to provide direct services (see Project Scope for definition of direct services), and no more than 10% of the total grant may be used for administrative expenses (see above for definition of administrative costs).

SF 424A, Line 6j - Indirect Charges: Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state government agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. When an

indirect cost rate is requested, these costs are included in the indirect cost pool and should not be charged as direct costs to the project.

SF 424A, Line 6k - Total: Enter the total amounts of Lines 6i and 6j.

SF 424A, Line 7 - Program Income/Third Party In-kind: Include on line 7 any third party in-kind contributions being proposed as part of the grantee match. Also, as appropriate, estimate the amount of income, if any, expected to be generated from this project that you wish to designate as match (equal to the amount shown for Item 15(f) on Form 424). **Note:** Any program income indicated at the bottom of Section B and for item 15(f) on the face sheet of Form 424 will be included as part of non-Federal match and will be subject to the rules for documenting completion of this pledge. If program income is expected, but is not needed to achieve matching funds, do **not** include that portion here or on Item 15(f) of the Form 424 face sheet. Any anticipated program income, which will not be applied as grantee match, should be described in the Level of Effort section of the Program Narrative.

c. SF 424A, Section C - Non-Federal Resources

SF 424A, Line 12 - Totals: Enter amounts of non-Federal resources that will be used in carrying out the proposed project. Do not include program income unless it is used to meet match requirements. Keep in mind that if program income used to meet match requirements and the projected level of program income is not met, thereby decreasing the level of match, the amount of federal funds available to the grantee may be reduced if the match falls below required levels.

d. SF 424A, Section D - Forecasted Cash Needs: Not applicable.

e. SF 424A, Section E - Budget Estimate of Federal Funds Needed for Balance of the Project.

Complete this section since the total project period encompasses three funding periods. These figures should correspond to activities set forth in the proposed work plan.

SF 424A, Line 20 - Totals: Enter the estimated required federal funds (exclude estimates of the amount of cost sharing) for the period covering months 13 through 24 under column (b) First, and for the period covering months 25 through 36 under column (c) Second.

f. SF 424A, Section F - Other Budget Information

SF 424A, Line 21 - Direct Charges: Not applicable

SF 424A, Line 22 - Indirect Charges: Enter the type of indirect rate (provisional, predetermined, final or fixed) to be in effect during the funding period, the base to which the rate is applied, and the total indirect costs.

SF 424A, Line 23 - Remarks: Provide any other comments deemed necessary.

Be sure to submit both the SF424A and your budget justification with your proposal.

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Part II: INFORMATION & GUIDELINES FOR THE APPLICATION PROCESS AND REVIEW

Part II of this application kit contains general information for potential applicants and basic guidelines for submitting applications to compete for Alzheimer's Disease Demonstration Grants to States grants. Application forms are provided along with detailed instructions for developing and assembling the application package for submittal to the AoA.

A. DEADLINE FOR SUBMISSION OF APPLICATIONS

The closing date for submission of applications is May 7, 2001. Applications must be postmarked by midnight May 7, 2001, or hand-delivered by 5:30 p.m. Eastern Time on May 7, 2001 to:

Department of Health and Human Services
Administration on Aging
Office of Administration and Management
330 Independence Avenue, S.W., Room 4257
Washington, D.C. 20201
Attn: AoA-01-02

Hand-delivered applications are accepted during the working hours of 9:00a.m to 5:30p.m. Eastern Time, Monday through Friday. An application will meet the deadline if it is either:

1. Received at the mailing address on or before the applicable deadline date; or
2. Sent before midnight of the applicable deadline date as evidenced by either 1) a U.S. Postal Service receipt or postmark or 2) a receipt from a commercial carrier. The application must be received by AoA in time to be considered under the competitive independent review mandated by Chapter 1-62 of the DHHS Grants Administration Manual. Applicants are strongly advised to obtain proof that the application was sent by the applicable deadline date. If there is a question as to when the application was sent, applicants will be asked to provide proof that they have met the applicable deadline date. Private metered postmarks are not proof of a timely submittal.

Applications that do not meet the above deadlines are considered late applications. The AoA Office of Administration and Management will notify each applicant if its application will not be considered as part of this review and competition.

AoA may extend the May 7, 2001 deadline for applications because of acts of God, such as floods, hurricanes or earthquakes, when there is widespread disruption of the mail, or when AoA determines an extension to be in the best interest of the government. Depending upon the precipitating factor(s), the extension will apply to all potential applicants in the area affected by the natural disaster, or to all potential applicants across the nation. Should there be an extension of the application, a notice to that effect will be published in the Federal Register.

B. REVIEW PROCESS AND CONSIDERATION FOR FUNDING

Within the limits of available federal funds, AoA makes financial assistance awards consistent with the purposes of the statutory authority governing this grant program, as cited above. The following steps are involved in the review process:

- 1) Notification: All applicants will be notified of the receipt of their application and informed of the identification number assigned to it if the applicant submits the appropriate information on the enclosed yellow postcard.
- 2) Screening: To ensure that minimum standards of equity and fairness have been met, applications that do not meet the screening criteria outlined below will not be reviewed and will receive no further consideration for funding.
- 3) Expert Review: Applications that conform to the requirements of this program announcement will be reviewed and scored competitively against the evaluation criteria specified in Section F, below. This independent review of applications is performed by panels consisting of qualified persons from outside the federal government and knowledgeable non-AoA federal government officials. The scores and judgments of the reviewers are a major factor in award decisions.
- 4) Other Comments: AoA may solicit views and comments on pending applications from other federal departments and agencies, interested foundations, national organizations, experts, and others, for the consideration of the Assistant Secretary for Aging in making funding decisions.
- 5) Other Funding Sources: AoA reserves the option of discussing applications with, or referring them to, other federal or non-federal funding sources when this is determined to be in the best interest of the federal government or the applicant.
- 6) Decision-Making Process: After the review panel session, applicants may be contacted by AoA staff to furnish additional information. Applicants who are contacted should not assume that funding is guaranteed. An award is official only upon receipt of the Financial Assistance Award.
- 7) Timeframe: Applicants should be aware that the time between the deadline for submission of applications and the grant award may take several months. This length of time is required to review and process project applications.

C. NOTIFICATION UNDER EXECUTIVE ORDER 12372

This is not a covered program under Executive Order 12372.

D. APPLICATION SCREENING REQUIREMENTS

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet either of the screening criteria below will **not** be reviewed and will receive **no** further consideration.

In order for an application to be reviewed, it must meet the following screening requirements:

1. Applications must be postmarked by midnight May 7, 2001, or hand-delivered by 5:30 p.m. Eastern Time on May 7, 2001 to:

Department of Health and Human Services
Administration on Aging
Office of Administration and Management
330 Independence Avenue, S.W., Room 4257
Washington, D.C. 20201
Attn: AoA-01- 02.

2. The applicant must be a state governmental agency & provides a letter from the state's Governor designating the applicant agency as the sole applicant for the state.
3. The proposal provides the appropriate and required match for the first year of funding.
4. The application is **no more than 30 single-sided pages**, double-spaced, excluding letter of designation from the Governor, Standard Form (SF) 424, assurances & certification forms, budget forms & justification (up to 4 pages), and indirect cost agreements.

Only those applications meeting these screening requirements will be assigned to reviewers.

E. PROPOSAL FORMAT

All applications should adhere to the following guidelines in preparing the application:

1. The application must **not** exceed *thirty (30) pages, single-sided, double-spaced*, exclusive of certain required forms and assurances that are listed below. *Please note that this requirement also appears as screening criteria.* Fonts **no smaller than** 10pt Arial or 12pt Times Roman are highly recommended, with at least one inch (1") margins on all sides.
2. The following documents are excluded from the 30-page limitation:
 - Governor's letter designating applicant as sole applicant for the state
 - Standard Form (SF) 424
 - SF 424A (including up to a four page budget justification)
 - Certification forms regarding lobbying; debarment, suspension, and other responsibility matters; and drug-free workplace requirements
 - Indirect cost agreements.
3. The following portions of the application are included (in the aggregate) in the thirty (30) page limitation:
 - Summary description (length: not to exceed 1200 characters);
 - Narrative (approximate length: 15 – 20 pages);
 - Gantt chart timeline (approximate length: 1 - 3 pages)
 - Applicant's capability statement, including an organization chart, and vitae for key project personnel (approximate length 4 - 8 pages) and;
 - Essential letters of commitment and cooperation (approximate length: 4 - 8 pages).
4. Please have the narrative typed, double-spaced, on one side of 8 1/2" x 11" plain white paper with 1" margins on all sides. All pages of the narrative (including charts, tables, etc.) should be sequentially numbered, beginning with "Objectives and Need for Assistance" as page number two (2). At the close of the project narrative, please identify the author(s) of the proposal, their relationship with the applicant agency, and the role they will play, if any, should the project be funded.
5. Beginning with the page for the project summary description, pages **must be numbered sequentially**. Please do not use covers or tabs. Do not include extraneous materials such as agency promotion brochures, slides, tapes, film clips, etc. It is not feasible to include such items in the review process. They will be discarded if submitted as part of the application.
6. The Program Narrative is the critical part of the application. It should be clear, concise, and, of course, responsive to this program announcement. In describing your proposed project, make certain that you respond fully to the evaluation criteria set forth in Part II, and have addressed the expectations discussed in Part I. The organization of the narrative might well, in fact, parallel the review criteria, beginning with an integrated discussion of (A) the project's purpose(s), relevance, significance, and responsiveness to the program announcement, which answers the questions of why the proposed project should be undertaken and what it intends to accomplish. The next section of the narrative provides a detailed explanation of (B) the approach(es) the project will follow to achieve its purpose(s), leading to a discussion of (C) the operational strategies and

outcomes/results/benefits of the proposed project and how these will be disseminated and utilized. The narrative concludes with (D) the level of effort needed to carry out the project, in terms of the Project Director and other key staff, funding, and other resources.

F. EVALUATION CRITERIA

Proposals that meet all screening criteria will be evaluated by an independent review panel of at least three individuals. These reviewers, experts in the fields of aging, dementia care, and service delivery and evaluation, are drawn from academic institutions, non-profit organizations, state and local government, and federal government agencies other than AoA. Based on the specific programmatic considerations set forth above in the priority area, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the criteria below.

Applications are scored by assigning a maximum of 100 points across four criteria areas:

1. Purpose and Need for Assistance

Weight: 15 points

- Does the proposed project clearly and adequately respond to the program and policy issue discussed in the priority areas for the Alzheimer's Disease Demonstration Grants to States Project? **(5 points)**
- Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purpose? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? **(5 points)**
- Does the applicant adequately and appropriately describe the needs of the targeted special population groups, i.e. low income, minority, and rural, and in identified system gaps when addressing problem(s)/condition(s) relevant to its proposal? **(5 points)**

2. Approach/Method – Work plan and Activities

Weight: 35 points

- Does the proposed project effectively utilize a coordinated, collaborative approach, including partnerships with aging network agencies (state and area agencies on aging and providers), health care staff, community organizations that work directly with persons with AD, and other appropriate entities to affect policy and service delivery at the state and local levels? **(7 points)**
- Does the applicant present a well-organized work plan that systematically includes specific goals, objectives, activities and implementation strategies that are responsive to the applicant's statement of needs and purpose? Are plans for years one and two, and goals for year three provided in sufficient detail to provide an understanding of the entire project's intended outcomes? **(6 points)**

- Has the applicant adequately described their plan for development of direct services for persons with Alzheimer's disease and their families? Are activities in the work plan, included those provided by contractors, adequate and appropriate to achieve direct service objectives? Will the proposed activities result in an increased supply of services for persons with Alzheimer's disease and their families? **(7 points)**
- Has the applicant targeted at least one of the preferred target populations (i.e. ethnic minorities, low-income or rural persons with Alzheimer's disease and their families) AND are the proposed activities and collaborators adequate and appropriate for reaching the targeted population(s)? **(7 points)**
- **In addition to** targeting minority, low income or rural communities (criteria d above), has the applicant included activities focused on improving the responsiveness of existing home and community based service system(s) for persons with Alzheimer's disease and their families? Are activities included in the work plan to engage and collaborate with state and local agencies and faith-based and dementia care organizations on crosscutting policy and service delivery issues? Are the proposed activities appropriate given the project goals and objectives? **(5 points)**
- Does the work plan include a detailed Gantt chart timeline for the accomplishment of tasks and objectives for the first year, and a more general timeline for the second and third years? Is the sequence and timing of events logical and realistic? **(3 points)**

3. Outcomes/Benefits/ Impact

Weight: 25 points

- Are the expected project benefits and/or results clearly identified, realistic, and consistent with the objectives of the project? Are outcomes likely to be achieved and will they significantly benefit people with Alzheimer's disease and their families through improvement in policy or practice, and/or contribute knowledge to theory and research? **(15 points)**
- Does the proposal include a plan for dissemination that is likely to increase the awareness of project activities and events during project performance? Is this plan adequate for communicating project outcomes and products to all appropriate audiences? **(3 points)**
- Is the long-term viability of the project, and its statewide applicability discussed? Are ideas for continuation beyond the federal grant viable and do they have the potential to succeed? **(7 points)**

4. Level of Effort, Program Management & Organizational Capacity

Weight: 25 points

- Does the applicant have an established track record of collaboration among a variety of local, state, and federal agencies and organizations? Are letters from key participating organizations included and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions? **(4 points)**
- Are the roles and contribution of staff, consultants, and collaborative organizations clearly defined and linked to specific objects and tasks? Do the proposed project director(s), key staff, and consultants have the background, experience, and other qualifications required to carry out their designated roles? **(4 points)**
- Does the proposal provide adequate programmatic, policy, and logistical support at the state and local levels to ensure successful implementation of the project's goals and objectives? Does the Project Director have a significant level of effort in providing state oversight of community based direct service activities and in implementing the policy and system change activities? Are tasks and services provided by contractors clearly spelled out in the program narrative and budget justification? **(5 points)**
- Are the writers of the proposal identified and will they be involved in the project's management and implementation? If not, is there a logical explanation for their non-participation? **(2 points)**
- Does the applicant appear to have adequate data collection and reporting capacity? **(4 points)**
- Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items consistent with and tied to the work plan objectives? **(6 points)**
 1. Is at least 50% of the total grant allocated to direct services as defined in Program Scope of this announcement? (*If not, the application **cannot** be funded)
 2. Are administrative costs under 10% of the total grant?
 3. Is there adequate (25%) non-federal match provided? Are match sources reasonable?

G. THE COMPONENTS & ORDER OF AN APPLICATION

To expedite the processing of applications, we request that you arrange the components of your application, **the original and two copies**, in the following order:

1. SF 424, Application for Federal Assistance.
Note: The original copy of the application must have an original signature in item 18d on the SF 424;
2. SF 424A, Budget, accompanied by your budget justification;
3. SF 424B (Assurances);
4. Certification forms regarding lobbying, debarment, suspension, and other responsibility matters, and drug-free workplace requirements.
5. A copy of the applicant's indirect cost agreement, as necessary;
6. Letter of Sole Applicant designation from the Governor of the state.
7. Project summary description;
8. Program narrative;
9. Organizational capability statement and vitae;
10. Letters of commitment from participating organizations and agencies;
11. A copy of the Check List of Application Requirements (See below) with all the completed items checked.

H. COMPLETING THE APPLICATION

In completing the application, please recognize that the set of standardized forms and instructions is prescribed by the Office of Management and Budget and is not perfectly adaptable to the particulars of this program announcement. While reasonable care to avoid technical errors in completing the application is important and should be taken, it is the substantive merits of the project proposal that are the determining factors in funding decisions.

Please use the following guidance in preparing your application:

1. SF 424 - Cover Page

Complete only the items specified in the following instructions:

- Item 1. Mark “Non-Construction”
- Item 2. Fill in the date you submitted the application. Leave the applicant identifier box blank.
- Item 3. Not applicable.
- Item 4. Leave blank.
- Item 5. Provide the legal name of the applicant; the name of the primary organizational unit that will undertake the project; the applicant address; and the name and telephone number of the person to contact on matters related to this application.
- Item 6. Enter the employer identification number (FEIN) of the applicant organization as assigned by the Internal Revenue Service. If known, include the FEIN suffix.
- Item 7. Mark appropriate letter. Note: Only State agencies are eligible to apply.
- Item 8. Mark “New”
- Item 9. Name of Federal Agency is: “Administration on Aging”.
- Item 10. The Catalog of Federal Domestic Assistance Number is: 93-051.
- Item 11. The project title should describe concisely the nature of the project proposal. Avoid repeating the title of the program announcement or the name of the applicant. Try not to exceed 10 to 12 words and 120 characters including spaces and punctuation.
- Item 12. List only the largest political entities affected (i.e. State, counties, cities, etc.)
- Item 13. Enter July 1, 2001 as the start date and June 30, 2004 as the end date.
- Item 14. List the applicant's Congressional District and any districts directly affected by the proposed project.

Item 15. All budget information entered under item #15 should cover only the first 12 months of the project. The applicant should show the federal support requested under sub-item 15a. Sub-items 15b-15e are considered cost-sharing or "matching funds". Applicants should review cost sharing or matching principles contained in Subpart G of 45 CFR Part 74 before completing not just Item 15, but the Budget Information Sections A, B and C that follow. It is important that the dollar amounts entered in sub-items 15b-15f total at least 25 percent of the total project cost (total project cost is equal to the requested federal funds plus funds from non-federal sources).

In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered cash matching funds. Generally, most contributions from third parties will be non-cash (i.e. in-kind). Examples include volunteered time and use of facilities to hold meetings or conduct project activities. A third form of non-federal match is projected program income derived from activities of the project such as participant fees and sale of publications. Only program income, which is to be used as part of the qualifying match, should be shown here.

Item 16. Mark "No," this program is not covered by E.O. 12372.

Item 17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.

Item 18. To be signed by an authorized representative of the applicant organization. A document attesting to sign-off authority must be on file in the applicant's office.

2. **SF 424A (2 pages pre-printed forms)** see detailed instructions above (Part I).

3. **Budget Justification (up to 4 pages)** See detailed instructions above for each item.

4. **SF 424B – Assurances**

SF 424B, Assurances -- Non-Construction Programs, contains assurances required of applicants under the Administration on Aging's Alzheimer's Disease Demonstration program. Please note that a duly authorized representative of the applicant organization must certify that the applicant is in compliance with these assurances.

5. **Certification Forms**

Certifications are required of the applicant regarding (a) lobbying; (b) debarment, suspension, and other responsibility matters; and (3) drug-free workplace requirements. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

6. **Governor's Letter of Designation**

A letter from your state's Governor, designating your agency as the sole applicant for the state is required. Only one application per state will be accepted.

7. Project Summary Description

The project summary description (page one) begins the substantive part of the application. Two identifiers should head it:

1. The name of the applicant organization as shown in SF 424, item 5; and
2. Alzheimer's Disease Demonstration Grants to States Projects. Please limit the summary description to no more than 1200 characters.

Outline the objectives of the proposed project, the approaches to be used and the outcomes expected. At the end of the summary, list major products that will result from the proposed project (such as manuals, data collection instruments, training packages, audio-visuals, software packages). The project summary description, together with the information on the SF 424, becomes the project "abstract" which is entered into the AoA computer database. The project description provides the reviewer with an introduction to the substantive parts of the application. Therefore, care should be taken to produce a summary that accurately reflects the proposal.

8. Program Narrative

The Program Narrative is the critical part of the application. It should be clear, concise, and, of course, responsive to this program announcement. See Part I above for more detailed instructions regarding the substantive priorities to be covered in the program narrative.

9. Organizational Capability Statement and Vitae for Key Project Personnel

The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Include short vitae for key project staff only. Also include information about any contractual organization(s) that will have a significant role(s) in implementing project and achieving project goals.

10. Letters of Commitment From Participating Organizations and Agencies

Include confirmation of the commitments to the project (should it be funded) made by essential collaborating organizations and agencies in this part of the application. Any organization that is specifically named to have a significant role in carrying out the project should be considered an essential collaborator. Letters of Commitment are part of the 30-page application limit.

11. Checklist for a Complete Application

The checklist below should be typed on 8 1/2" x 11" plain white paper, completed and included in your application package. It should help in making sure you have not overlooked anything of importance.

APPLICATION CHECKLIST

I have checked my application package to ensure that it includes or is in accord with the following:

- ☐ One original application plus two copies, with the SF 424 as the first page of each copy of the application;
- ☐ SF 424;
- ☐ SF 424A - Budget Information (and accompanying Budget Justification);
- ☐ SF 424B - Assurances; and Certifications;
- ☐ SF 424 has been completed according to the instructions, signed and dated by an authorized official (item 18);
- ☐ Letter of designation from the Governor of the State
- ☐ A copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency;
- ☐ Project Summary description;
- ☐ Program narrative;
- ☐ Organizational capability statement and vitae for key personnel;
- ☐ Letters of commitment and cooperation, as appropriate;
- ☐ Completed Checklist

I. POINTS TO REMEMBER

- A thirty (30) double-spaced page (single sided) limitation exists for applications. Before submitting your application, check that you have adhered to this and all other screening requirements.
- You are required to send an original and two copies of the application.
- The project summary description (1,200 characters or less) should accurately reflect the nature and scope of the proposed project.
- To meet the cost-sharing requirement you must, at a minimum, match \$1 for every \$3 requested in federal funding to reach 25% of the total project cost during year 1. See the Grantee Match section for more detailed instructions.
- **Double check that you have allocated at least 50% of the total grant resources to direct services, and have no more than 10% allocated for administration, as applications which do not meet these requirements are not eligible for funding.**
- Be sure you are satisfied that your program narrative responds fully and cogently to the evaluative criteria areas that will be used by reviewers to evaluate and score all applications.
- Do not include letters that endorse the project in general and perfunctory terms. In contrast, letters, which describe and verify tangible commitments to the project, e.g., funds, staff, space, should be included. Remember that letters of commitment count as part of the 30-page limit.
- Before submitting the application, have someone other than the author(s): 1) apply the screening requirements to make sure you are in compliance; and 2) carry out a trial run review based upon the evaluative criteria. Take the opportunity to consider the results of the trial run and then make whatever changes you deem appropriate.
- Be sure to include all required forms, including the **letter of designation** from your Governor.
- The application must be postmarked by midnight, May 7, 2001, or hand-delivered by 5:30 p.m., Eastern Time, on May 7, 2001, to:
Department of Health and Human Services
Administration on Aging
Office of Administration and Management
330 Independence Avenue, S.W., Room 4257
Washington, D.C. 20201
Attn: AoA-01-02.

J. COMMUNICATIONS WITH THE AOA

As appropriate, applicants will be notified (using the information provided by the SF 424, item 5 or the yellow reply card included in this application kit) of the receipt of their application. Applicants are advised that, prior to reaching a decision, the AoA will not release information to an applicant other than that its application has been received and that it is being reviewed. Once a decision is reached, the applicant will be notified as soon as possible of the status of its application.

K. Additional Resources You Might Find Helpful

As you prepare your proposal, you might find the following resources to be of assistance:

Websites

1. <http://www.aoa.gov> The Administration on Aging's website has a wealth of information on issues affecting older persons and their caregivers. Providers and consumers alike will find something of value.
2. <http://www.alz.org> The Alzheimer's Association is a good source for information, support and assistance on issues related to Alzheimer's disease.
3. <http://www.alzheimer.org> The Alzheimer's Disease Education And Resource (ADEAR) Center, sponsored by the National Institute on Aging, offers general information on Alzheimer's, clinical trials and other Alzheimer's resources.

Organizational Contact

Melanie K. Starns, Alzheimer's Disease Demonstration Grants to States Program Officer, U.S. Administration on Aging, Wilbur J. Cohen Building, Room 4270, 330 Independence Ave., SW, Washington, DC 20201.

E-mail: Melanie.Starns@aoa.gov, Telephone: 202-401-4547.

Thank you for your interest in AoA's Alzheimer's Demonstration Program!

APPENDIX A

Alzheimer's Demonstration Program DRAFT DATA COLLECTION INSTRUCTIONS

[See separate document]